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Director, PIC

26 November 1958

Special Assistant, PIC

Proposed Regulation Concerning PIC Report Size and Page Format

1. The proposed regulation attached to this memorandum has been drafted after much study and discussion of report size and page format with interested Division and Branch Chiefs of components of the Photographic Intelligence Center. The study was initiated as a result of proposals submitted by [redacted] and because of the need expressed verbally by others in the Center. It was generally felt that the number of report sizes should be limited and format of pages within a report be standardized. Such standardization of PIC report size and page format would materially aid in the planning and production of a report and in an increase in the quality of reports produced by PIC. 25X1 25X1

2. Most of the PIC reports are now issued in the following sizes: letter size (8 x 10.5 inches), legal size (8.5 x 14 inches), and a large size (18 x 20 inches). However, this is complicated by the fact that reports have been issued in book form, with double or triple folds, double binding, and with text inserts or a combination of the above. In addition, odd size reports which do not fit into any category described above have been issued by PIC.

3. Personnel contacted in this study were generally in agreement that the double, triple fold and reports of unusual sizes and configuration should not be used. The book type report with binding on the left side was considered best. The spiral binder was not considered desirable for finished PI reports but considered desirable for studies to be used by consultants or for similar internal purposes.

4. The problem of storage of reports was a major complaint with respect to the large size report (18 x 20 inches). Comments were made by some that it is too large to work with conveniently.

It is recommended that a 14 x 18 inch size report with a flexible front and back cover be used in place of the 18 x 20 inch size. Such a report can be filed flat in a legal size safe or if folded, it could be filed upright. Its size is sufficient to accommodate textual and graphic materials necessary in the larger size report. It poses no additional problem with respect to reproduction, and it should be somewhat easier to handle by the user.

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5. Because of a difference of opinion with reference to the legal size reports, an examination was made of 183 reports issued by PIC in 1958. One hundred and five reports were letter size, 59 were legal size and 9 were of the large size.

Forty eight of the legal size reports did not contain graphics but represented machine listings and Mission Coverage Summaries. Except for the Mission Coverage Summaries which numbered 19 to date, these were nonsubstantive in nature. While the MCS may be classified as substantive reports, they are more a listing of targets covered with a minimum of descriptive data.

It is considered desirable to continue issuing the MCS in the legal size and its present format especially if plot maps become a permanent feature of the report. Machine listings and tabulations such as the "Joint Status Report" and "Film Accessions List" can best be issued in the legal size format.

Twenty-two substantive briefs, memoranda and reports were issued in the legal size form. Seven of these reports are of the [redacted] issued by the Operations Support Branch, TISD. These reports and the three legal size briefs could have been issued in letter size according to the Graphics Branch Chief. Of the remaining twelve legal size reports, six contained letter size text with larger graphics and five contained legal size text. Each of the reports was examined and it is felt that they could have been issued in letter size, and with proper planning a more presentable report would have been produced. 25X1

On the basis of the above study it is recommended that the legal size report no longer be considered as a standard size for substantive PIC reports. It is felt that reports issued in the legal size may be presented either in the letter size or in the large 14 x 18 format.

6. Specifications concerning page format is considered essential in the planning and production of PIC reports. Page format specifications for the letter size and large size reports are included as part of the proposed regulation.

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7. It is recognized that occasions may arise in which it will be desirable to issue a report which does not conform in size to that specified in the proposed regulation. Such a report could be issued with the approval of the Director, PIC.

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Attachment: Copy of Proposed Regulation

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